

**Faculty Senate (FS) Minutes**  
**Fall Semester, Meeting #7**  
**Wednesday, December 4, 2019**  
**Room 100, Russell Building, 3:00-4:30 p.m.**  
*As approved by the Faculty Senate on January 29, 2020*

**Attending:**

Daniel Althoff	Rolando Diaz	Rhonda Richards
Laura Atchley	Diane Dixon	Kate Shannon
Kathy Boothe	William Fridley	Michael Scheuerman
Derek Cash	Chris Moretti	
Randy Clark	Josh Nannestad	

**Not Attending:**

Stan Alluisi	Kendra Ingram	Alicia Wallace
Kay Daigle	Chaehyun Lee	
Elisabeth Ponce-Garcia	Karen Maple	

**Guests:**

**I. Call to Order**

A. 3:03 p.m.

**II. Approval of the Minutes**

A. [Minutes from November 13, 2019](#)

1. Motion to approve minutes – Senator Rolando Diaz
2. Second – Senator William Fridley
3. Yes - 7; No - 0; Abstaining – 4
4. Motion carries - Minutes approved

**III. Treasurer's Report**

A. Employee transaction forms ready to sign; still waiting on the OTRS (Oklahoma Teacher Retirement System) question. Chair Clark did receive an email from VP Westman but he is still waiting on an answer regarding OTRS. OTRS – faculty awards, OTRS payments have to be made which is odd because SOSU pays the OTRS now. The only explanation so far is that because the award is above and beyond normal salary, the OTRS has to be paid by the employee. To be paid the recipients in the 2019 year, the requests have to be submitted on Friday, December 6, 2019.

**IV. Committee Reports**

A. Budget Committee

1. Did not meet.
- B. Committee on Committees (CoC)

1. [Report](#) submitted and emailed to senators.

- a. Motion regarding the Insurance and Benefits Committee (IBC), which was established in 2017-2018. The IBC information was only on the website and was “lost” with the transition to the new website. Recommend that this committee be included in Academic Policies and Procedures Manual (APPM) and the membership be updated with staggered terms. (correction: Josh Harris is listed in the Report a Staff representative on the committee, is no longer employed at SOSU, and will need to be replaced)

**Motion:** It is recommended that the IBC be included in the APPM 3.6.2 Other Committees and Councils with the following Function and Membership statements.

**Insurance and Benefits Committee**

**Function**

The Insurance and Benefits Committee (IBC) will function to represent SE faculty and staff on matters concerning insurance and benefits, both at the state level with the Oklahoma Higher Education Employees Interlocal Group and on matters specific to SE. The IBC will solicit questions and requests from faculty and staff and will provide reports of its activities to the Faculty Senate for publication on the website.

**Membership**

The IBC will be composed of six members: two representatives appointed by the Faculty Senate, two staff representatives appointed by the Staff Association, a representative chosen by the Human Resources Office, and the Vice President for Business Affairs (or designee). Appointments of faculty and staff members are for three-year terms

1. Motion Senator Fridley
2. Second Senator Atchley
3. Discussion: None
4. Vote: Yes – 11; No – 0; Abstentions – 0
5. Motion carries; Chair Clark will get this to VPAA Teresa Golden

- b. Discussion – APPM lists the General Faculty Committees and Councils with hyperlinks to their respective webpages. Those have been lost with the website update. Senator Fridley has requested and received the cached version of the old website and is working to get it this fixed.

- c. The Faculty Senate constitution states that “A senator may serve on the Executive Committee and one standing committee at the same time” (APPM 3.3, Article V—Section A). And yet the Chair, Past Chair and Chair are required by the constitution to serve on two committees (Budget and Committee on Committees). Question to the Parliamentarian: does striking this phrase count

as a *constitutional amendment* requiring a two-thirds written ballot? Yes. No motion at this time.

d. Recommendations for changing two appointment titles in the Distance Education Council (DEC) were approved last year. Then VPAA Clark asked the CoC to review those recommendations. After review, the CoC recommends the following motion.

**Motion:** the following changes (underlined) will be made to appointment titles in the DEC membership (APPM 3.6.1):

**Current**

One representative from the McCurtain County campus (voting member) selected by the Director of the McCurtain County Campus.

One IETV representative (voting member) selected by the Director of Telecommunications and IETV.

**Proposed**

One representative (voting member) from a remote site (McCurtain County, Ardmore, or McAlester) selected by the Director of the Center for Instructional Development and Technology.

One Synchronous Interactive Distance Education (SIDE) representative (voting member) selected by the Director of the Center for Instructional Development and Technology.

1. Motion Senator Fridley
2. Second Senator Atchely
3. Discussion: How many choices does this give the director? Response 3 of the 18. Others are chosen by programs that offer online programs and others are ex officio members.
4. Vote: Yes - 11; No - 0; Abstentions – 0, Motion carries.

e. Discussion – That DEC recommendations be submitted to the Faculty Senate for review and approval (currently goes to Academic Council). Rationale – quicker, better documentation and the representative faculty body would like to review recommendations. It was agreed a change would not be recommended at this time.

f. New Chair – Senator Dan Althoff

C. Executive Committee (EC)

1. [Report](#) submitted and emailed to senators.
2. Wednesday, December 11, 2019, next presidential search committee meeting; currently approximately 40 complete packets received thus far.

3. Mid-year election for senators; call has gone out; will accept nominations through Friday.
4. Faculty Senate finals luncheon – scheduled for Monday and Tuesday of finals week, 10:30-2:00; sign-up sheets available for senators to bring covered dishes.

D. Personnel Policies Committee (PPC)

1. [Report](#) submitted and emailed to senators.
2. Decided to add a *charge* to their *list of charges*: Review the Sabbatical Leave Policy (APPM 5.1.1), and to introduce this as a point of discussion for the FS. Senator Fridley noted that sabbaticals are a distinctive and important opportunity for faculty, and that raising faculty awareness of sabbatical policy and procedures would enable more faculty to seize this opportunity. Senators could identify only a handful of faculty who have taken a sabbatical in the last twenty years. Suggestions included having VPAA Golden address the FS on sabbaticals, a panel discussion with faculty who have taken sabbaticals, and having *sabbaticals* as a possible topic for a Shared Governance Forum in the spring, 2020.
3. PPC forwarded a recommended motion for some additions to APPM 3.7.2, Examples of Joint Effort Activities. These included FS EC and AAUP Chapter participation at new faculty orientation and meetings with the President (see the [Report](#) for details). Senator Fridley did not make the motion, acknowledging (and apologizing) that he had not first obtained the AAUP chapter's endorsement of the proposal. In discussion, Senator Moretti noted that the prescriptive language of the proposal (*will*) is inconsistent with the descriptive nature (*have*) of APPM 3.7.2. That is, this is not an appropriate place in the APPM to *make* policy. Senator Fridley will consult with the AAUP before a motion is made.
4. PPC requested the help of the Executive Committee to jointly conduct a review to obtain information on full-time faculty teaching overloads, faculty workload, and data on compensation arrangements for faculty using coaches. Intended for discussion with the FS to frame questions, field suggestions on how/where to locate this information, and perhaps recommend initial steps to collaboratively gather the information via email. Faculty teaching overloads, large classes, etc.

E. Planning Committee

1. Yesterday there 90 nominations for Faculty Senate awards.
2. Plaques were taken in October to the President's Office and still have not been displayed. Chair Clark will check on this and remind the President's Office of President Burrage's agreement for where the plaques would be placed.
3. Need further clarification and discussion on the new Survey Monkey tool and the university-wide license.

F. University Affairs Committee

1. Did not meet.

**V. Old Business**

- A. Student Handbook – outdated. Student Affairs through Liz McCraw would be the contact for information.
- B. Pending Care Team – on November 21<sup>st</sup> met with faculty and staff representatives and found that VP Westman is not desiring control over finances but wanted to point out that there may be personal liability for the person or group holding cash.

**VI. New Business**

- A. Sent [response on grade change issue](#) (10-30-2019) to Registrar Toews and have not heard back from her yet.

**VII. Announcements**

- A. Faculty Senate Luncheon on Monday and Tuesday of next week.

**VIII. Adjournment**

- A. Motion to adjourn – Senator Atchley
- B. Second Senator Althoff
- C. Yes – all; No – 0; Abstentions - 0
- D. Motion carries

Minutes submitted by Senator Rhonda Richards, Recorder

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